

**Research Agency**  
10 Main Street  
Anytown, Massachusetts 012345  
Tel: 617-555-5555  
Fax: 617-555-5556

**Comment [I1]:** Letter of Intent must be on official letterhead of applicant/fiscal agent

November 9, 2012

**Comment [j2]:** Letters of intent must be dated by November 9, 2012.

Executive Office of Public Safety and Security  
Attn: James Stark  
10 Park Plaza  
Suite 3720  
Boston, MA 02116

Dear Mr. Stark:

This is to notify the Executive Office of Public Safety and Security of the intent of **Research Agency** to submit a proposal in response to the 2013 Shannon CSI Statewide Research Partner Availability of Grant Funding on or before 5:00 p.m., November 29, 2012.

**Comment [I3]:** Letter of Intent must indicate the applicant/fiscal

If you have any questions or require additional information, please contact **John Smith, Assistant Director**, at 617-555-5555 or [john.smith@city.anytown.us](mailto:john.smith@city.anytown.us).

**Comment [I4]:** Letter of Intent must provide a contact person and contact information for the applicant/fiscal agent.

Sincerely,

**John Smith**

**Comment [I5]:** Letter of Intent must be signed by the proposed Project Director